

DATE: November 3, 2004

TO: County Emergency Management Directors

FROM: Dan Wenborne, State Exercise Officer

SUBJECT: Course Recruitment: DECISION MAKING AND PROBLEM SOLVING - (G241)

The Wisconsin Division of Emergency Management will sponsor the Federal Emergency Management Agency training course entitled **Decision Making and Problem Solving (G241)** on **January 28, 2005** at **Volk Field, WI**. The course will begin at 8:00 a.m. on Friday, January 28, 2005, and conclude at approximately 4:00 p.m. Dress is casual.

The purpose of this course is to give practice in making individual and group decisions based on a model problem-solving process. We are requesting that you recruit attendees from within your emergency management community to include: Municipal and County Emergency Management Directors and Program Assistants, Police, Fire, Military and Emergency Medical Service personnel with responsibility for either planning, training, or command, elected and appointed officials, representatives from Public Works, Highway Dept., public utilities, hospital and nursing home staff with planning, training and/or security responsibilities, representatives from private industry, as well as volunteer agencies and police, fire, Emergency Medical Service and nursing instructors from local colleges, technical colleges and universities.

If people travel more than **50-miles one way**, and do not wish to commute, **we will make reservations** for participants at Volk Field, WI. Wisconsin Emergency Management will pay for lodging (*for those traveling 50-miles or more*), and meals for all participants; however, travel and any other incidental costs associated with your stay is a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **DECEMBER 28, 2004**.

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director, or Lisa Olson-McDonald at (608) 427-1794.

Encl: Registration Form

c: WEM Management Staff
Regional Offices
Bob Klinger
Lisa Olson-McDonald
Hazardous Materials Response Teams
Financial Specialist

REGISTRATION INFORMATION
DECISION MAKING AND PROBLEM SOLVING - (G241)
JANUARY 28, 2005
FORT MCCOY, WISCONSIN

Please complete the information below and send it to your County Director by December 27, 2004. County Directors must submit this registration to their Region Office no later than December 28, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.
(Reproduce this sheet locally for additional people.)

(please print clearly)

NAME _____ **SIGNATURE** _____

TITLE _____ **AGENCY** _____

SOCIAL SECURITY NUMBER _____
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS _____

CITY _____ **ZIP** _____ **COUNTY** _____

WORK PHONE # _____ **FAX#** _____

E-MAIL _____

<i>State Privacy Provision</i>
<i>Authorization: Wisc Stats 166.03 and E.O. 9397.</i>
<i>Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected</i>

LODGING INFORMATION

_____ I live within 50 Miles, and **do not need a room.**

_____ I will attend, and live over 50 miles away; **reserve a room for me as indicated below:**

PLEASE CIRCLE THE NIGHT(S) BELOW IF YOU NEED A ROOM

THURSDAY, JANUARY 27, 2005

Do you require any special accommodations for a physical disability?

SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT: _____

SIGNATURE OF REGIONAL DIRECTOR: _____